



WORKSHOP PROCEEDINGS REPORT

Workshop on Project Development Stakeholder Engagement, and Pilot-Level User Experience Survey on Data & Information Portal developed under 1st Readiness Project

*23-24 May 2023
Hotel Jie Jie Beach, Panadura*



BACKGROUND

The Climate Change Secretariat (CCS) in the Ministry of Environment, as the GCF's National Designated Authority (NDA) for Sri Lanka, provides broad strategic oversight of the GCF's activities in the country. In order to strengthen project pipeline development, the NDA proposed to establish a Project Development Working Group (PDWG) to connect entities accredited to the GCF (both national and international; including those that are in the process of Direct Access accreditation), with Sri Lanka's wider GCF programming stakeholders, including project proponents, executing entities, private sector, research and academia, civil society, youth groups, organizations that represent women's and minorities' concerns.

As the initial step of identifying suitable members for the Project Development Working Group (PDWG) a comprehensive training program was conducted on GCF procedures, financial structure and requirement for concept note development. The participants represented potential DAEs, sectors affected by climate change, CBOs, NGOs, and several development partners. In addition to the knowledge gained several project ideas have been generated through the group work exercises introduced during the training. The next step includes shared understanding of responsibilities and roles of different entities involved in the project development process, develop, and agree on the Terms of Reference of the working group and its membership.

While the establishment of the PDWG is being supported under the 2nd NDA Readiness Project, the PDWG will continue to be operationalized well beyond the project, meeting periodically on a regular basis, and in an ad-hoc manner when necessary. The PDWG will be coordinated by the CCS.

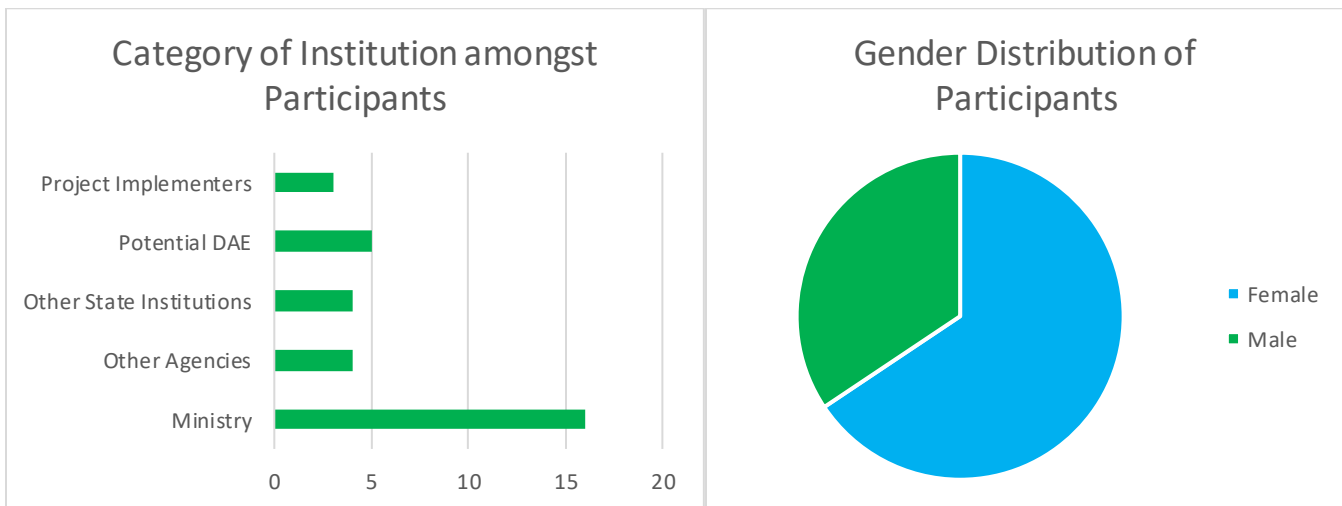
The workshop was conducted over two days on Project Development and reviewing the terms of reference for the Project Development Working Group. A portion of day 2 was utilized to conduct the dissemination of Data & Information Portal developed by 1st Readiness Project and conduct the user experience survey on portal. Further, this opportunity was used to identify potential roles & responsibilities and explore pathways for sustainability of the data portal.

Objectives

1. To develop a shared understanding of the project development process - from no objection letter from NDA to submission of full project proposal to the GCF.
2. To understand the roles and responsibilities of the NDA, AEs, IEs, CSOs and other relevant stakeholders in the GCF project development process in Sri Lanka
3. To develop awareness on entities that are mandated and interested in undertaking the various roles and responsibilities in the GCF project development cycle in Sri Lanka
4. To review and approve the terms of reference of the Project Development Working Group (PDWG), criteria for selection of members, appointed member list and 1st meeting to decide its initial workplan.
5. Dissemination of Data & Information Portal and to conduct user experience survey on NDA data and information portal.

Attendees and Participation

There was a total of 42 participants in the workshop which included different ministries, banks, academic and research institutions, UN agencies and state institutions with 30% male and 70% female participants. The breakdown of participants can be found in figure 1 and figure 2 below.



OPENING REMARKS

Leel Randeni, Director, CCS

Climate Change Secretariat is hosted by the Ministry of Environment (MoE) and is the National focal point for Climate Change for UNFCCC. The objective of readiness projects is to prepare country programmes for submitting project proposals for the GCF in order to access financing. So far, several projects have been successful and climate finance is a priority action for MoE with Sri Lanka being a highly vulnerable country. For the GCF we must be skillful that the projects are well targeted to donor funding. The workshop will provide hands on experience and guidance from competent experts to gain these skills in writing effective and fundable proposals.

Lal Induruwage, Regional Coordinator, GWP South Asia

This is the second interaction with the group, on behalf of GWP South Asia Secretariat, and the 2nd GCF Readiness project. There are several things lined up, including experts to help further develop the concept notes. Participant feedback and engagement are key to achieving our shared goals for greater climate resilience. Furthermore, the project will continue to build capacity and support DAEs in accreditation processes which would ensure greater access to climate finance through the GCF.

Anura Sathurusinghe, National Project Coordinator, GWP South Asia

Workshop participants are already trained and aware of the GCF financial structure and principles of GCF project concept note development during the 5-day comprehensive training workshop conducted in February. The 2nd Readiness project and the Ministry are aiming to conduct more training and capacity building programmes for further strengthening of their knowledge. The team represents different stakeholders with different capacities as well as different sectors affected by climate change and keeping up this momentum will be beneficial to the country. The team represents the project development stakeholder group and therefore invited to this workshop to introduce and discuss the concept of Project Development Working Group (PDWG) and continue discussions on the way forward.

This workshop also includes a user experience survey session on information and feedback on the GCF Climate and Data Information Portal, for which Dr. Prabhath Gunathilaka and Mario Lamban will provide support.

Mario Lamban, Technical Specialist, GWPO

Data and information portal developed under the first readiness project will be presented to the participants with the idea of collecting participant inputs to make the portal more functional. The challenges with such portals are not always fully technical, but also related to user engagement and commitments, which will be explored. The knowledge management team at GWPO will also be capturing teams experience and finding pathways in designing these workshops to better equip the participants with applying the knowledge and information disseminated.

TECHNICAL SESSION - 1

PROJECT DEVELOPMENT CYCLE

Introduction to the Project Development Cycle

Dakshini Perera, Assistant Director, CCS

The GCF was established in 2010, as the financial arm of UNFCCC, and is the biggest financial pool for climate finance. Their funds support developing countries to reduce greenhouse gas emissions and enhance their ability to respond to climate change. There is no specific quota of funding assigned for each country and the countries must apply through a competitive application process. Sound technical knowledge and skills are required to tactfully access these funding opportunities, which include both grants, concessional loans, equities, and guarantees.

NDA Role: The NDA is the focal point to coordinate with GCF and act as an interface regarding the funding as GCF does not have country offices. NDA supports the project development process, accreditation of entities, management of GCF financing, and project implementation. Furthermore, the NDA helps GCF in improving understanding of the country's priorities and issues to ensure that the funding is driven according to national needs. The NDA is responsible for overall management of climate investment.

Accreditation: GCF funding can only be accessed through an accredited entity (AE) which can be international or a Direct Access Entity (DAE). The entity acts as a fund manager for the GCF. To apply for accreditation, a nomination from the NDA is required and the entity must also fulfill GCF requirements. Currently, Sri Lanka does not have any DAEs however, 5 banks are nominated from the NDA for accreditation as DAE.

The NDA provides support in accreditation for DAEs that include different policy document requirements. The implementing organization on the ground can be AE themselves or government banks, private sector, NGO, CSO or others. The AE is responsible for nominating executing entities and including them in the project proposal. Different readiness projects are also currently underway with the GCF such as the readiness project with GWP and National Adaptation Plan readiness with GGGI. These funds allow countries to be ready to engage with GCF funds through institutional strengthening. This includes supporting potential DAEs in their accreditation.

GCF Funding Structure: GCF project sizes are not small and focused on paradigm shifts. It is important to understand the size and scale of the project and find a suitable accredited entity based on the type and size of funding. The following are the funding classifications for projects:

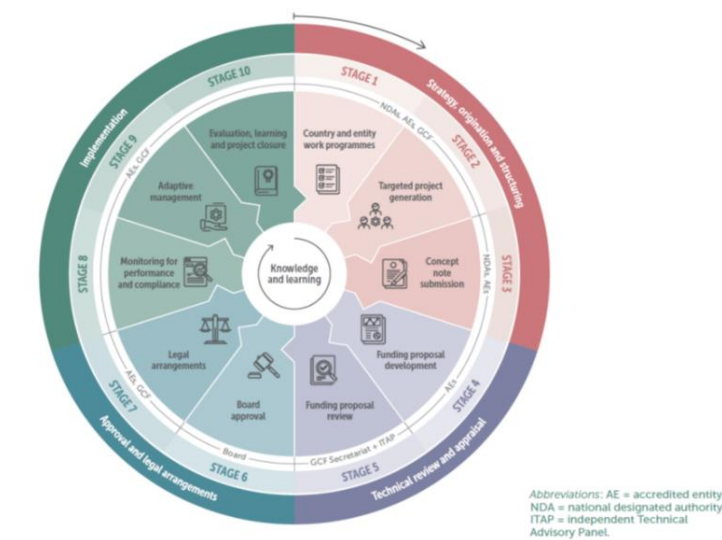
- Micro: Up to USD 10 million
- Small: up to USD 50 million
- Medium: up to USD 250 million
- Large: More than USD 250 million

GCF has identified 8 investment areas in both mitigation and adaptation which are energy generation and access, transport, forest and land use, buildings, cities, industries and appliances, health, food and water security,

livelihoods of people and communities, ecosystems and ecosystem services, and infrastructure and built environment. There are 10 stages in the GCF project development cycle from the country programme development to project closure.

Strategy organization and structuring: GCF country programme preparation for Sri Lanka is currently underway, and the projects submitted must be in line with the programme as it presents the country's climate change priorities based on other key climate documents such as NDC, NAP, net-zero plan, and sectoral action plans. The document also includes a pipeline of projects for each replenishment period. To ensure this, a no objection letter from NDA is issued to the concept notes before they move forward in accessing GCF funds.

Entity programmes are developed after the country programme is prepared. All Accredited Entities must prepare their entity programme based on the country requirements and sectoral advantages need to be leveraged because access to funding will be a competitive process between agencies. These entity programmes need to be discussed with NDA to ensure sectoral alignment. The document is not a corporate plan but a programme document that is developed specifically for the GCF.



Source: [Green Climate Fund Project Cycle](#)

Concept note is not mandatory for GCF however recommended by the NDA as submitting a concept note prior allows applicants to apply for project preparatory funds to develop the full proposal. GCF concept note formats themselves are complex, and not very easy task to complete, yet they are a simpler version of the full funding proposal. According to the GCF, it at least takes 12-14 months to complete the process.

GCF has also introduced a simplified approval process for small grants (up to USD 50 million) where you directly submit project proposal instead of concept note. However, these applicants do not qualify for project preparatory funds. Furthermore, the simplified approval process can only be used for projects with low or no environmental and social risks and only AEs can apply for this facility.

Technical Review and Appraisal: Funding proposal is developed based on the concept note. As the NDA, it is advised to have a good understanding of all the stakeholders going to be involved in the project during this stage and that the proposal is developed in collaboration with the stakeholders. Consent letters might be required from stakeholder agencies before issuing the no objection letter. The next stage would be to establish a committee for project evaluation including stakeholder agencies, National Planning Department, Finance ministry and relevant, expert committees for adaptation and mitigation. Implementing agencies need to request approval from the National Planning Department before moving forward. The funding proposal will be reviewed initially by the

GCF secretariat with two rounds of back and forth with feedback. Then a technical committee will review the proposal.

Approval and Legal Arrangements: GCF board meets two times a year and have to sign off on the full proposal prior to accessing funding. This is also the stage in which accredited entities must discuss with the legal team to prepare agreements, legal instruments for implementation and funding management.

Implementation: After all legal arrangements and approval, the implementation stages of the project begin. During this stage the NDA oversees the implementation process to ensure that implementation is going well in line with GCF work and country priority including monitoring and evaluation. Adaptive management is practiced in case of any delays due to unforeseen circumstances such as CoVID-19.

The Ministry of Irrigation sent a question regarding getting accreditation. What is the status?

To be an AE you must request NDA. The NDA has a small format testing the competencies in fund access. Then an accreditation nomination committee approval then the expression of nomination can be sent to the GCF. Recently, a GCF delegation visited regarding accreditation and stated that it is not required to nominate many DAEs without clear justification such as most agencies now are targeting grants, so it can be justified for loan access or similarly mitigation vs. adaptation.

While working with the GCF, are there particular procurement guidelines that need to be followed?

GCF does not have a procurement system for GCF projects. As the AE handles funds on behalf of GCF, AE procurement process is followed. This may also depend on the agreement between AE and the implementing agency.

Is the Country Programme a static document? Who is responsible for the document?

The NDA is responsible for the country programme. The country programme was a part of the first readiness project and the GCF provided their feedback on it. Currently Sri Lanka is receiving technical support from GCF to improve the country programme and incorporate its feedback. The document can be updated in 4-5 years.

Have you already categorised implementing agencies under AE?

No application is needed to be implementing agency. For example, the first GCF project in Sri Lanka, UNDP is the AE and ministry of irrigation is the main implementing agency along with community organisations etc.

Prioritization of Project Ideas and Development of GCF Project Concept Notes

Dr Vishaka Hidellage, Consultant, UNDP

GCF has a specific format for concept note preparation. First step in the process is to talk to the NDA and share that you are preparing a concept note, working on a specific idea, which can be included in their project pipeline. Furthermore, it is important to work with an accredited entity so that the funding proposal can be submitted. Currently, the GCF is encouraging DAEs in accreditation and project development/implementation. During the concept note creation its important to also consider the investment criteria and show the project against them which includes:

- Impact
- Paradigm shift
- Sustainable development
- Need of recipient country
- Ownership of recipient country
- Efficiency and effectiveness

Rationale: Mainly the GCF is interested in the additional burden that climate change has posed in a country or community. Hence, it is important to make sure that the climate impacts and contribution to the problem is documented. Historical data is needed to verify this and establish a clear link with climate change. Additional rationale beyond the climate rationale could be presenting the limited funding from other sources and strengthening institutions for greater impact in the future.

Paradigm Shift: Something to keep in mind is that GCF is not looking for pilot projects but scaled projects that can bring paradigm shifts. The feasibility of the proposal has to be very clearly highlighted through different pre-feasibility studies. They want applicants to show that the problem being tackled is a climate problem and the proposed intervention has been tested, information has been gathered and this will continue to benefit a large number of people over a long period of time.

Impact: The impact for adaptation projects can be measured by # of beneficiaries. The projected impact of each component on society must be documented, and it is best if disaggregated data is available in terms of gender and other systems. Similarly, the mitigation project impact can be measured by the amount of CO2 emission mitigated. The process to calculate emission reduction is available on the GCF website.

Considerations: Pre-feasibility studies for the concept note development can be done through secondary data but the full funding proposal must include a feasibility study with primary data. However, the concept notes must be precise and this will support in the development of full proposals. The concept note has to show clear consideration for gender and also social and environmental safeguards for it to be further considered. This includes both risks and mitigation pathways.

Sustainability: Supposed to consult the key stakeholders of the project from the concept note stage itself. Key components to consider to be included are paradigm shift to show transformation, new solutions, innovation, catalyzing change that will go beyond the project. The project must present itself as not just a 25 million investment but worth more in the future. This can include creating awareness, capacity, policies changes, involvement of private sector in the future. An example of this can be the installation of solar panels which continues today with each of the above-listed components.

Furthermore, the economic benefits of the project has to be spelt out along with the projects contribution to sustainable development. The concept notes require to be gender sensitive and consider environmental and social safeguards while also being in line with country requirements. The project must weigh the total cost vs. potential impact. It is also good practice to show evidence of consultations and situation through images.

Need and Ownership of Recipient Country: Meeting country requirements support national ownership of the project and not just limited to the AE. Alignment with existing policies such as the government roadmap, NDC are required. This can be further supported through consultations with locals and relevant institutions.

For example: A past GCF project focused on a river basin, in terms of geographical scope, but dealt with a multitude of issues such as floods, early warning systems and drinking water. Using data, it was presented that climate change has continued to exacerbate the existing development problem over the last 20 years and the government has not been able to invest in this. The concept also presented a financially viable model to scale. In this project small tanks were restored, and skills were transferred to the local people on tank maintenance. Similarly, a maintenance fund was set up to maintain the tanks. It is understandable that some projects do not have obvious business models, but these concepts have to also be designed as a business plan to some extent. Several additional resources were submitted such as:

- Pre-feasibility study
- Location map
- Economic and Financial model

- Financial Sustainability plan

PROJECT DEVELOPMENT WORKING GROUP (PDWG)

Introduction to the Project Development Working Group

Anura Sathurusinghe, National Project Coordinator, 2nd Readiness Project

The Project Development Working Group is to be functioned under the MoE to support generation of project ideas, concept note development process etc. The goal of the session is to introduce the PDWG and proposed Terms of Reference of PDWG, potential members of the PDWG and to receive comments and inputs on the objectives and functions of the working group. The group will represent the representatives from institutions and organizations present in this workshop too. It is envisioned that this group will be a high-level committee to take decisions on what types of projects are to be implemented under each organization such as project concepts and ideas.

Objectives:

- To support the project development as per the GCF country programme while looking and contributing to the country project pipeline
- Connect DAEs to engage with project proponents and executing agencies for ideation and development of potential GCF projects which is the broad idea
- Review Sri Lanka GCF Country Programme, and prioritise project ideas in country programme
- Support development of priority project ideas into GCF concept notes and thereafter full funding proposals that can successfully access GCF financing

Functions of the group will be to:

- Review Sri Lankas GCF Country Programme and prioritise project ideas in the country programme
- Guide and support development of priority project ideas into GCF concept notes
- Guide and support development of full funding proposals that can successfully access GCF financing

Activities:

- Provide guidance to project proponents on potential project idea generation
- Provide guidance and revisions to GCF country programme
- Participate in prioritization of project ideas for concept note development
- Sharing information for project conceptualization
- Identifying technical experts that can support concept note preparation
- Support linkage with DAEs and international AEs
- Reviewing draft concept notes against Sri Lanka's priorities and policies, and GCF criteria, and providing critical and constructive feedback
- Ensure gender and minorities concerns are considered at every stage of concept note development including via designated time and budget for a gender and social expert as a part of the concept note development process
- Participate and provide necessary inputs in the project concept note validation
- Participate in quarterly working group meetings organized by NDA
- Provide guidance for project development related communication and training material developed by DAEs project proponents and executing agencies

Discussion:

Project level management will have a separate committee and this committee will support in the preparation of concept notes and prioritise between them according to the country programme. It is envisioned that high level officers will be a part of the working group and will review documents and provide their input.

Selection of the PDWG must consider the technical expertise because careful evaluation of the proposals/concept notes is needed, while providing special consideration gender, environment and social safeguards. Members would provide input as resource persons for project development related communication and training conducted by different agencies on project development. After submitting concept notes to the GCF, until final approval, the support of PDWG is needed to address GCF comments. Additionally, they would also provide technical input during the negotiations, when are where necessary.

There are two executive committees functioning in CCS, the national expert committee on climate change adaptation and the National Expert Committee on Climate Change mitigation. After review and prioritization from the PDWG the project evaluation committee of the CCS will provide final approval.

Suggestions:

Experts representing all the sectors should be considered under this as discussion among the sectors to prioritise projects is needed. This will allow for effective consultations and the PDWG will also be a stakeholder in the country programme development process which is ongoing.

Now, there is a planning and monitoring committee for NDC, the same committee will be used for NAP. Planning and monitoring committee individuals will have a better understanding of priorities and can better coordinate with the sectoral agencies and these members already represent the 15 sectors; the same members can be incorporated into the PDWG.

Next steps:

- Propose composition of the PDWG
- Propose suitable workplan for the PDWG

TECHNICAL SESSION - 2**DATA AND INFORMATION PORTAL****Introduction to GCF Data and Information Portal**

Prabhath Gunathilaka

This session was conducted to present the current data portal and collect feedback to further improve the portal. This included a walkthrough of the portal features, content, and design along with a hands-on exercise to explore the space.

There has been a dominance of data-driven solutions and data culture that is needed to unlock knowledge for effective action in the climate space. The software development cycle started off with defining the scope of the project followed by developing the system with minimum requirements. However, the software is still considered incomplete when it does not meet the needs of the users.

Currently the climate data and information portal functions as a project information sharing tool with a catalog. It includes spaces to add projects and donors. Furthermore, there is a space to add relevant publications along with a space for discussion to support ideation and move forward in the project development process.

The categories of information included can be adjusted to include internal events, magazines, journals and newspaper articles. Similarly the meta data for each project/donor can also be adjusted. Some other ideas are

having clarity in the dashboard summary data calculation process, google map for project locations etc. All inputs from the participants are welcome during the focus group discussion and user survey.

User Survey Results

Mario Lamban, Technical Specialist, GWPO

A user survey was done to gather structured feedback from the participants. Summary results from the survey will be utilised in the data and information portal assessment report.

Focus Group Discussion

Mario Lamban, Technical Specialist, GWPO

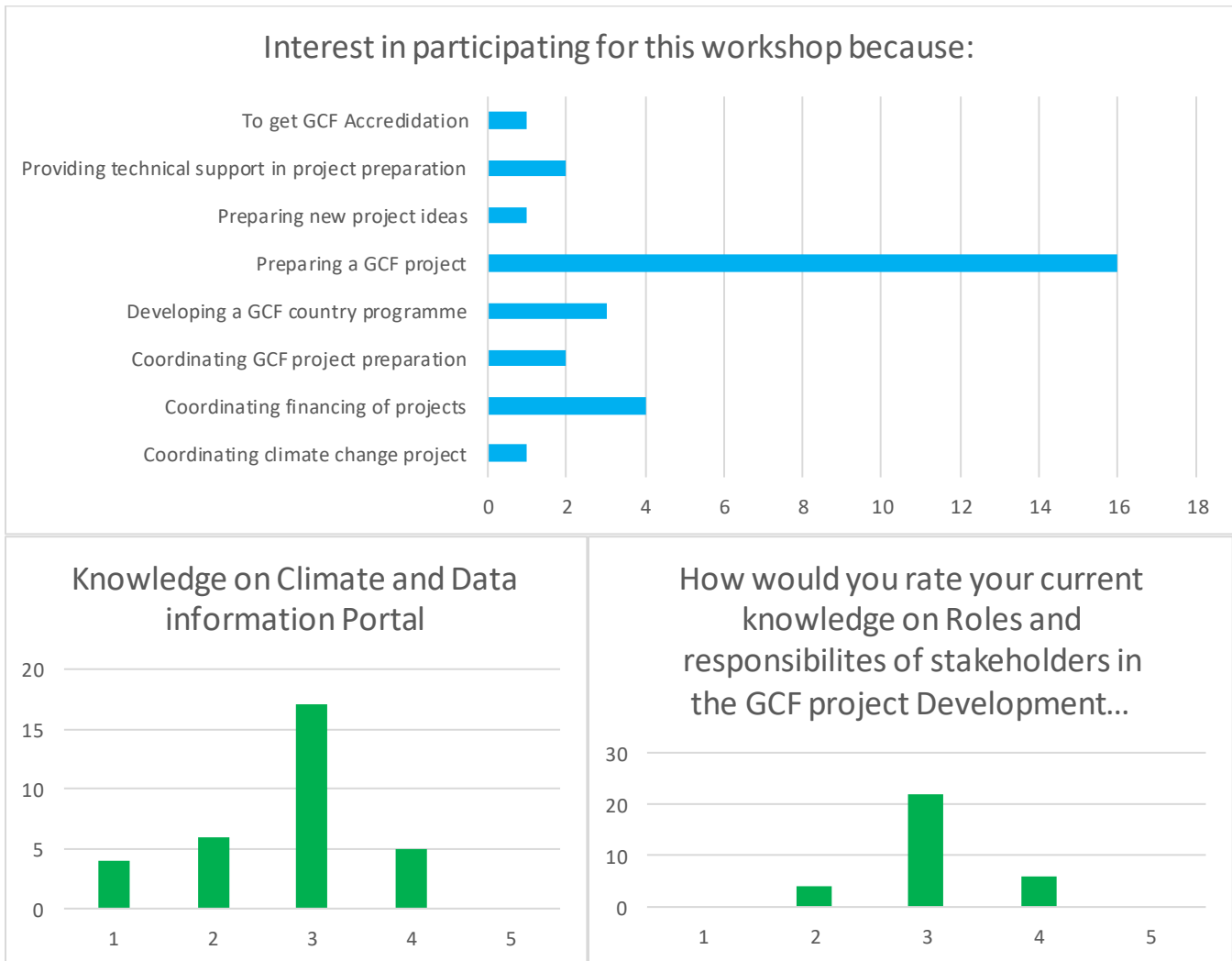
The summary results from the focus group discussion can be found below:

Topic	Details
Project verification & Quality assurance	The NDA should be responsible for verifying the submitted information, in terms of quality and accuracy.
Roles & Responsibilities	We need commitment and mandatory actions for the staff of the NDA and other potential submitters. It will not work if it's voluntary. The Sri Lankan institutional framework is very complex. Which institutions should be responsible for uploading and updating projects?
Sustainability of the platform	No Comments
Avoid redundancies with other similar platforms	Several institutions are implementing or planning to implement something similar.
Scope of the database	What is the exact scope of the Database? Regarding project size? Regarding Climate Change component? Some projects might have secondary CC-related impacts or small aspects.
Send notifications	The NDA and potentially the submitters should be notified when new projects are submitted and/or actions are required.
Information collected about projects	The impact section of the project page is not clear (sometimes it's a currency, sometimes it's a different metric) Brief project description field is missing.
Promotion & Comms	The launch of the new version of the portal should be done at the Ministry level. The launch plan should also include other smaller donors.
User support & training & knowledge retention	A simplified version of the user manual should be produced The manual or FAQ should be accessible from the home page.
Home page	Suggestion to have a map with all the projects, color coded depending on their type.
Login & signup options	Right now, it works on a request-basis. Let's check other options, such as registration

PRE- AND POST SURVEY RESULTS

Pre-Workshop Survey Results

The survey results showed that participants were most interested in concept note development. Their self-evaluated knowledge on the Climate data and information portal and roles and responsibilities of stakeholders in the GCF project development process is 2.72 and 3.06 out of 5 respectively.



Post-Workshop Survey Results

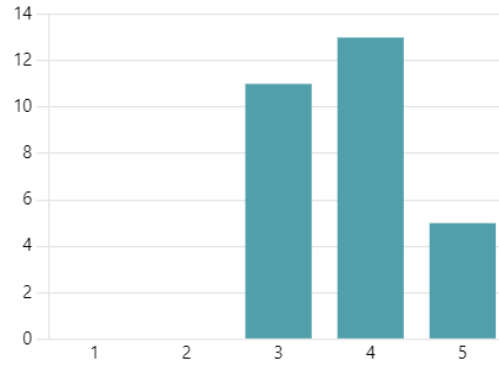
Comparing the post-Workshop survey results with the pre-workshop results, there is an increase in knowledge on Climate Data and information portal as well as the roles and responsibilities of different stakeholders in the GCF project development process. The participants rated the time available to comprehend the information shared in the training as 3.41/5.00. Most participants highlighted that they would want more time and inputs in their specific concept note preparation process as well as more time in group work.

1. How would you rate the overall course delivery

[More Details](#)

 Insights

3.79
Average Rating

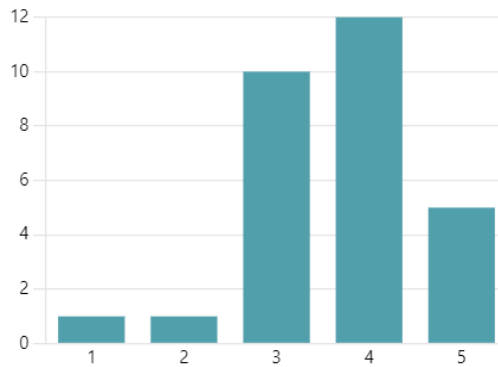


3. Was the training relevant to your needs?

[More Details](#)

 Insights

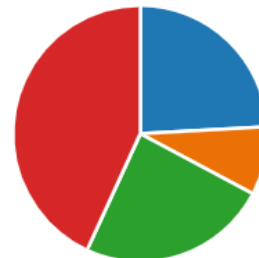
3.66
Average Rating



4. Which part of the training was most relevant to you?

[More Details](#)

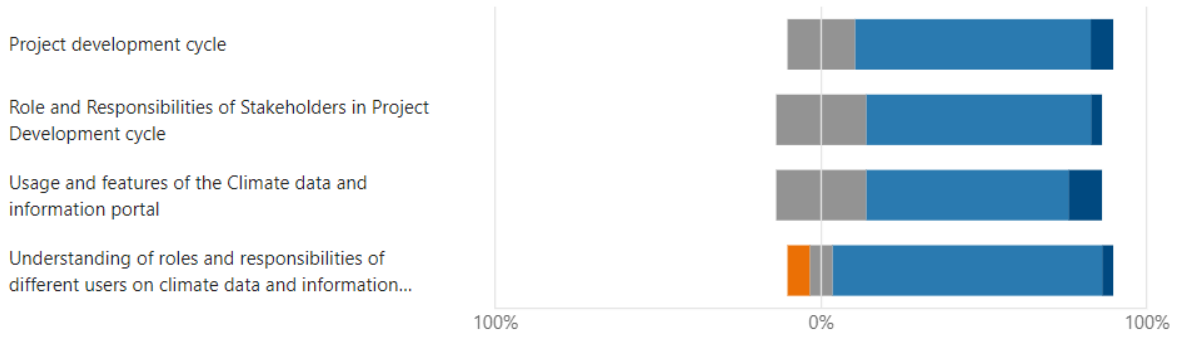
- Project Development Process 14
- Roles and Responsibilities of diff... 5
- Usage of Data and Information ... 14
- Concept note development and... 25
- Other 0



6. How would you rate your understanding in the following:

[More Details](#)

■ Strongly Disagree
 ■ Disagree
 ■ Neutral
 ■ Agree
 ■ Strongly agree

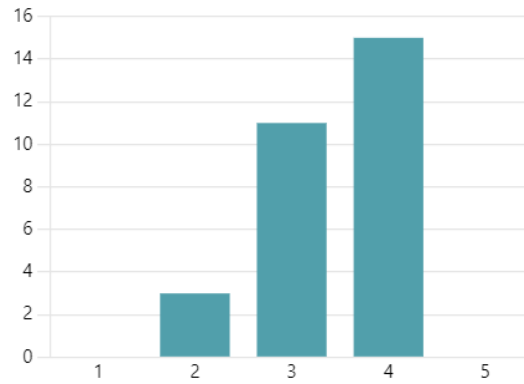


8. Did you have enough time to comprehend and learn in each part of the training?

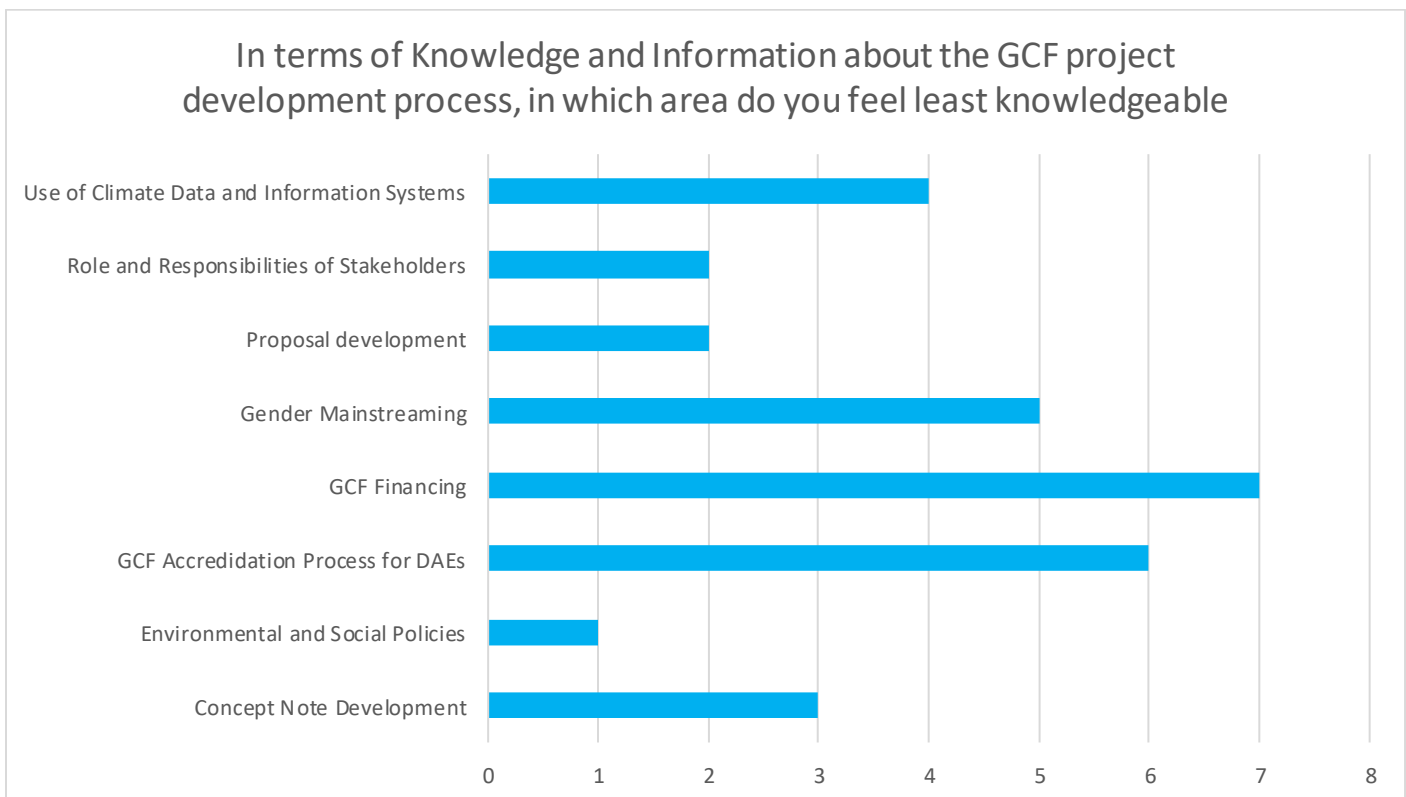
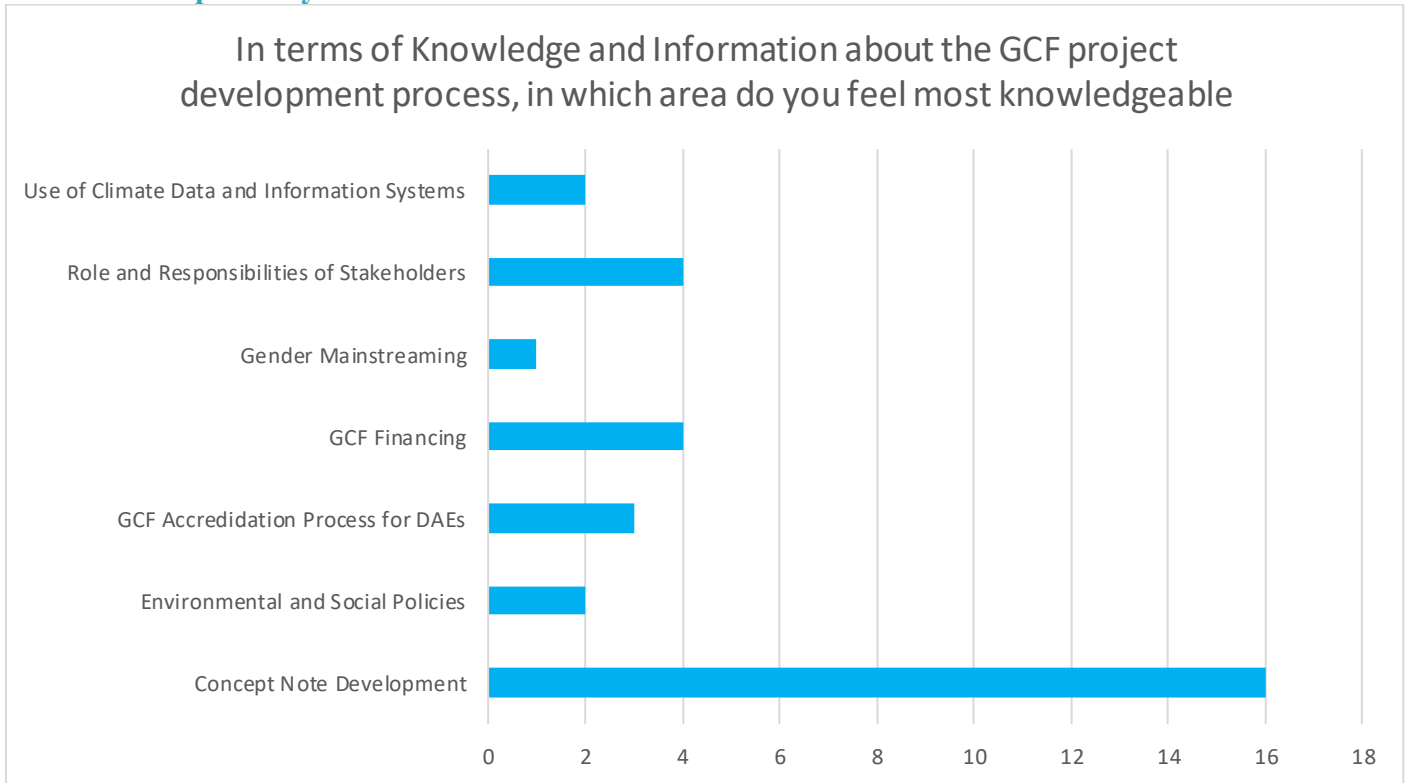
[More Details](#)

 Insights

3.41
Average Rating



ANNEX 1.
RESULTS OF PRE- AND POST-WORKSHOP SURVEY
Pre-Workshop Survey Results



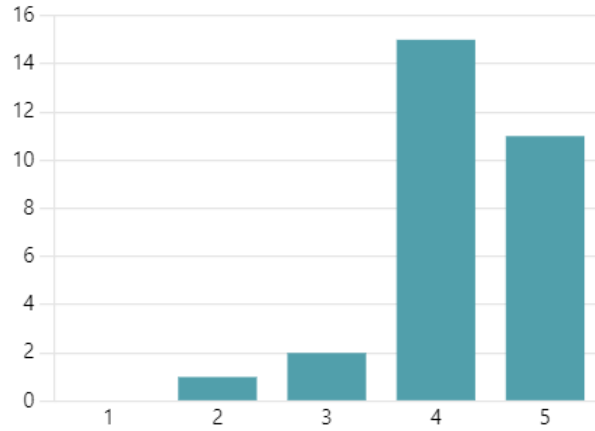
Post-Workshop Survey Results

2. How would you rate communication with the organizers before and during the training?

[More Details](#)


 Insights

4.24
Average Rating

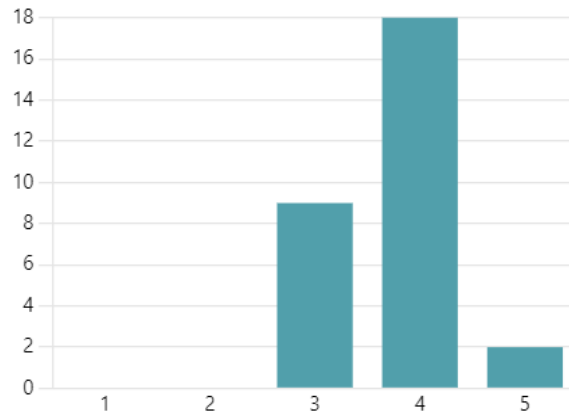


5. How engaging was the overall content?

[More Details](#)

 Insights

3.76
Average Rating

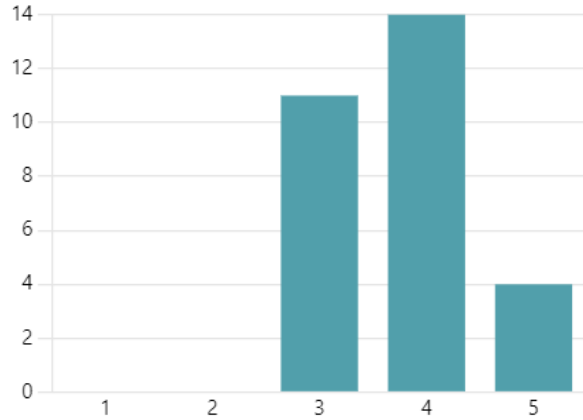


7. Was the training structure clear and logical?

[More Details](#)

 Insights

3.76
Average Rating

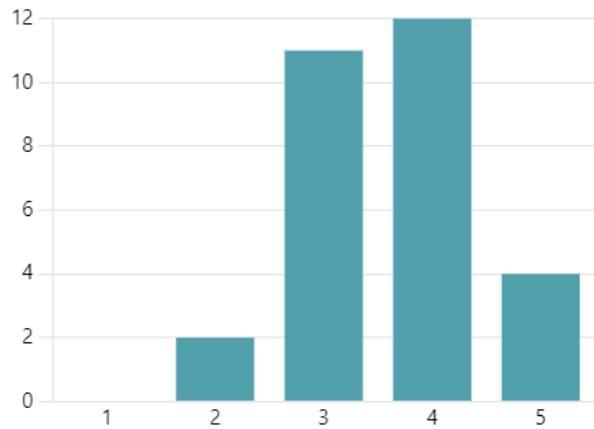


10. Did the training meet your expectations?

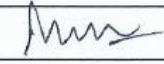


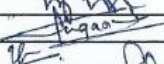
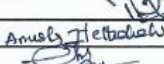



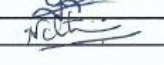
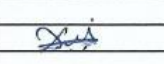
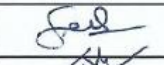
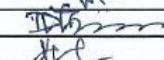
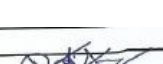
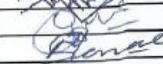
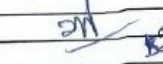

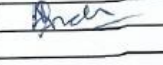





[More Details](#)


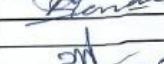
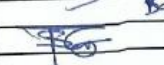
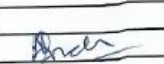

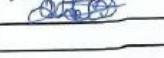



 Insights

3.62
Average Rating



ANNEX 2.**ATTENDANCE LIST****23rd May 2023**

#	Name	Representing Organization	Signature	Telephone No
1	Anura Sathurusinghe	Second NDA Readiness Project		
2	Nishanthi Perera	Food and Agriculture Organization of the UN		022 9854451
3	Lakruwani Jayarathna	Department of Agrarian Development		
4	N.M.Pravini Shashikala Navarathne	Ministry of Fisheries		0717440862
5	Lakshman Peiris	Open University of Sri Lanka		0718995911
6	Jagathdeva Vidanagama	UNIDO AICRSL Project		
7	Kaushalya Waas	Commercial Bank of Ceylon PLC		077-3897675
8	Gamunu Abeysiri	Commercial Bank of Ceylon PLC		0777 667787
9	H M S H M Herath	Ministry of fisheries		0714477187
10	B.H.G.K. Kawmali	Ministry of Fisheries		0702618226
11	Yashodya Vidyani	HNB		077-5989427
12	Isuru Alawaththe	Forest Department		0705-308025
13	Anusha Hettiarachchi	Ministry of Fisheries		0752255500
14	Charitha Peiris	Hatton National Bank PLC (HNB)		0759353051
16	Diluka Piyasena	GWP SAS		
17	Sasini Chamodi	GWP SAS		
18	Danushka Wickramaratne	Academics		0761997000
19	Eng. L.P. T. D. De Silva (Thanuja De)	Ministry of Water Supply and Estate Infrastructure Development		0777149466
20	A.N.D.S. Waidyaratne	Ministry of Water Supply and Estate Infrastructure Development		0715935146
21	L.B.Narmada Chathuranganie Wickra	HDFC Bank of Sri Lanka		071-7346336
22	I A W A Ailapperuma	HDFC Bank		0706 555867
23	Nithini Punchihewa	Ministry of Environment		071-5314965
24	Lal Induruwage	GWP South Asia Secretariat		
25	Gamini Jayasinghe	GWP SAS		
26	Dulani Wickramaarachchi	Ministry of Environment		0775419092
27	A. Amutharaj	GWPSAS		
28	Sakayanathan Antony	National Water Supply and Drainage Board		0718552489
29	Jude Perera	National Development Bank PLC (NDB)		0712257255
30	Manori Karunarathna	Ministry of Environment		0707907950
31	Paranawidanage Kumudini	Ministry of Environment		0719407498

32	Mario Lambán	Global Water Partnership		0701259592
33	D.P. Thiwanka Premarathne	Ministry of Industries		0702298367
34	Lakruwani Jayarathna	Department of Agrarian Development		0718016897
35	Nanda Senarathne	Ministry of Environment		
37	S.H. Sanjeewa Senewirathne	Ministry of Plantation Industries		
38	E.A. Chandana Edirisooriya	Ministry of irrigation (MCB)		0758504185
39	Rasangika Kumari Rathnathilaka	Mahaweli Consultancy Bureau		0718215701
40	Methmali Rajaguru	UNIDO - AICRSL Project		
41	Leel Randeni	Climate Change Secretariat		
42	Prabhath Gunathilake	IT Consultant/University of Paradeniya		
43	Upekha Siriwardena	Ministry of Irrigation		0777397135
44	E.M.T.P.K.Edirisinghe	Mahaweli Consultancy Bureau PVT Ltd.		
45	Sanjeewa Milani	Sri Lanka Climate Fund		070-3135482
46	A.M. Dushani Poornima Abeykoon	Ministry of Irrigation (MCB)		0778317443
47	R. Vijayakumar	Department of Agrarian Development		
48	Vishaka Idallage	UNDP Consultant		

Afternoon

#	Name	Representing Organization	Signature	Telephone No	Room No
1	Anura Sathurusinghe	Second NDA Readiness Project			X
2	Nishanthi Perera	Food and Agriculture Organization of the UN		0829964851	X
3	Lakruwani Jayarathna	Department of Agrarian Development			
4	N.M.Pravini Shashikala Navarathne	Ministry of Fisheries		0717440862	210
5	Lakshman Peiris	Open University of Sri Lanka			267
6	Jagathdeva Vidanagama	UNIDO AICRSL Project			
7	Kaushalya Waas	Commercial Bank of Ceylon PLC		0773897675	- X
8	Gamunu Abeysiri	Commercial Bank of Ceylon PLC		0777667787	- X
9	H M S H M Herath	Ministry of fisheries		0714477152	209
10	B.H.G.K. Kawmali	Ministry of Fisheries		0702612226	207
11	Yashodya Vidyani	HNB		077-5989427	202
12	Isuru Alawaththe	Forest Department		0705-308025	268
13	Anusha Hettiarachchi	Ministry of Fisheries		0752288600	201
14	Charitha Peiris	Hatton National Bank PLC (HNB)		0759352051	212
16	Diluka Piyasena	GWP SAS			460
17	Sasini Chamodi	GWP SAS			302
18	Danushka Wickramarathne	Academics			269
19	Eng. L.P. T. D. De Silva (Thanuja De)	Ministry of Water Supply and Estate Infrastructure Development		0777449416	461
20	A.N.D.S. Waidyaratne	Ministry of Water Supply and Estate Infrastructure Development		0715935146	265
21	L.B.Narmada Chathuranganie Wickra	HDFC Bank of Sri Lanka		0717346336	462
22	I A W A Ailapperuma	HDFC Bank		0706555867	262
23	Nithini Punchihewa	Ministry of Environment		0715314965	-
24	Lal Induruwage	GWP South Asia Secretariat			X
25	Gamini Jayasinghe	GWP SAS		0718293224	411
26	Dulani Wickramaarachchi	Ministry of Environment		0775419092	305
27	A. Amutharaj	GWPSAS		0773470335	363
28	Sakayanathan Antony	National Water Supply and Drainage Board		0718552489	218
29	Jude Perera	National Development Bank PLC (NDB)		0712257255	117
30	Manori Karunarathna	Ministry of Environment		0702909950	315
31	Paranawidanage Kumudini	Ministry of Environment		077907498	203

32	Mario Lambán	Global Water Partnership			
33	D.P. Thiwanka Premarathne	Ministry of Industries			
34	Lakruwani Jayarathna	Department of Agrarian Development		0701259592	307
35	Nanda Senarathne	Ministry of Environment		0702298367	205
37	S.H. Sanjeeva Senewirathne	Ministry of Plantation Industries		0718016893	270
38	E.A. Chandana Edirisooriya	Ministry of irrigation (MCB)		0710641505	266
39	Rasangika Kumari Rathnathilaka	Mahaweli Consultancy Bureau		071375435	235
40	Methmali Rajaguru	UNIDO - AICRSL Project		0718215701	306
41	Leel Randeni	Climate Change Secretariat			
42	Prabhath Gunathilake	IT Consultant/University of Paradeniya		0714421689	
43	Upekkha Siriwardena	Ministry of Irrigation		0773410161	362
44	E.M.T.P.K.Edirisisinghe	Mahaweli Consultancy Bureau PVT Ltd.		0777397135	237
45	Sanjeeva Milani	Sri Lanka Climate Fund			
46	A.M. Dushani Poornima Abeykoon	Ministry of Irrigation (MCB)		070-3135482	261
47	R. Vijayakumar	Department of Agrarian Development		079837442	206
48	Vishaka Idallage	UNDP Consultant			

49. Dakshini Perera

CCS

DL

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24th May 2023

#	Name	Representing Organization	Signature	Telephone No
1	Anura Sathurusinghe	Second NDA Readiness Project		
2	Nishanthi Perera	Food and Agriculture Organization of the UN		
3	Lakruwani Jayarathna	Department of Agrarian Development		
4	N.M.Pravini Shashikala Navarathne	Ministry of Fisheries		0717440862
5	Lakshman Peiris	Open University of Sri Lanka		0718995911
6	Jagathdeva Vidanagama	UNIDO AICRSL Project		
7	Kaushalya Waas	Commercial Bank of Ceylon PLC		0773897675
8	Gamunu Abey Siri	Commercial Bank of Ceylon PLC		0777667787
9	H M S H M Herath	Ministry of fisheries		0714477157
10	B.H.G.K. Kawmali	Ministry of Fisheries		0702618226
11	Yashodya Vidyani	HNB		077-5989427
12	Isuru Alawaththe	Forest Department		0705-308025
13	Anusha Hettiarachchi	Ministry of Fisheries		075-2255900
14	Charitha Peiris	Hatton National Bank PLC (HNB)		0759353051
16	Diluka Piyasena	GWP SAS		
17	Sasini Chamodi	GWP SAS		
18	Danushka Wickramarathne	Academics		
19	Eng. L.P. T. D. De Silva (Thanuja De	Ministry of Water Supply and Estate Infrastructure Development		0771997000
20	A.N.D.S. Waidyaratne	Ministry of Water Supply and Estate Infrastructure Development		0777449465
21	L.B.Narmada Chathuranganie Wickra	HDFC Bank of Sri Lanka		0715935146
22	I A W A Ailapperuma	HDFC Bank		071-7346336
23	Nithini Punchihewa	Ministry of Environment		0706555867
24	Lal Induruwage	GWP South Asia Secretariat		071-5314965
25	Gamini Jayasinghe	GWP SAS		
26	Dulani Wickramaarachchi	Ministry of Environment		0718293824
27	A. Amutharaj	GWPSAS		0775419092
28	Sakayanathan Antony	National Water Supply and Drainage Board		
29	Jude Perera	National Development Bank PLC (NDB)		0718552481
30	Manori Karunarathna	Ministry of Environment		0712252255
31	Paranawidanage Kumudini	Ministry of Environment		0702707750

32	Mario Lambán	Global Water Partnership		
33	D.P. Thiwanka Premarathne	Ministry of Industries		0701259592
34	Lakruwani Jayarathna	Department of Agrarian Development		0702298367
35	Nanda Senarathne	Ministry of Environment		0718016897
37	S.H. Sanjeewa Senewirathne	Ministry of Plantation Industries		
38	E.A. Chandana Edirisooriya	Ministry of irrigation (MCB)		0777375435
39	Rasangika Kumari Rathnathilaka	Mahaweli Consultancy Bureau		0758504185
40	Methmali Rajaguru	UNIDO - AICRSL Project		0718215701
41	Leel Randeni	Climate Change Secretariat		
42	Prabhath Gunathilake	IT Consultant/University of Paradeniya		
43	Upekkha Siriwardena	Ministry of Irrigation		0777397135
44	E.M.T.P.K.Edirisinghe	Mahaweli Consultancy Bureau PVT Ltd.		
45	Sanjeewa Milani	Sri Lanka Climate Fund		
46	A.M. Dushani Poornima Abeykoon	Ministry of Irrigation (MCB)		070-3135482
47	R. Vijayakumar	Department of Agrarian Development		0778217443
48	Vishaka Idallage	UNDP Consultant		

49 Daleshini Perera

D.P.

ANNEX 3.**MEETING AGENDA**
Workshop on Project Development Stakeholder Engagement, and pilot-level User Experience Survey on Data and Information Portal developed under 1st Readiness Project
23-24 May 2023 at Hotel Jie Jie Beach, Panadura

Date and Time	Title	Resource Person
23.05.2023	Day - 01	
8.30 a.m.	Leave IWMI	
9.30 a.m.	Arrival at Workshop venue and Tea	
10.00-10.45 a. m.	Inaugural Session	
10.00-10.30	Welcome address, opening remarks and objectives of the workshop.	1) Mr Leel Randeni - Director-CCS/MoE 2) Mr Lal Induruwage - Coordinator-GWP SAS 3) Mr Anura Sathurusinghe – National Project Coordinator/ 2 nd Readiness Project 4) Mr Mario Lamban – GWPO
10.30-10.45	Self-introduction and expectations Pre-training survey	Participants
10.45 a.m.- 13.00 p.m.	Session 1: Project Development Cycle	
10.45-11.45	Introduction to Project development cycle and different entities involved in project development and their roles and responsibilities.	1) Ms Dakshini Perera, Assistant Director -CCS/MoE
11.45-13.00	Group work on completion of concept note formats	Group work guided by PMU and NDA teams
13.00-14.00 p.m.	Lunch Break	
14.00 -17.00	Session 2: Continuation of Group Work on Completion of Draft Concept Note Formats developed during the Training Workshop	
14.00-15.00	Prioritization of project ideas and Development of GCF Project Concept Notes	1)Dr Vishaka Hidellage Consultant – UNDP

15.00- 15.30 p.m.	Tea Break	
15.30-16.30	Group work – Completion of concept note formats	
24.05.2023	Day – 02	
08.30-11.30 a.m.	Session 1: Introduction to Project Development Working Group Work	
08.30-09.00	Introduction to Project Development Working Group	Mr Anura Sathurusinghe-NPC/2 nd Readiness Project
09.00-10.30	Group Work – Finalization of TOR, Member selection strategy and draft workplan of the PDWG to be validated at the First PDWG Meeting	NDA NPC
10.30-11.00	Completion of concept note formats	NDA NPC
11.00-11.30	Tea Break	
11.30 a.m. - 15.45 p.m.	Session 2: Introduction to the data and information portal and user experience survey	
11.30-13.00	Introduction to the data and information portal and hands on exercise to familiarize with its uses	1) Dr Prabhath Gunathilaka/Mario Lamban, 15 min presentation + 45 mins interactive session + 15 testing & Q&A
13.00-14.00 p.m.	Lunch Break	
14.00-15.30	Group work on assessment of user experience of the NDA data and information portal	1) Dr Prabhath Gunathilaka/Mario, UX survey (45 mins), FGD (45)
15.30-15.45	Post Training Survey/Tea Break	
15.45-16.00	Closing session and leave for IWMI	
17.00	Arrival at IWMI	